**Organization of Core Dossier in e-Space**

Note: Each section should have page numbers. You can number pages in section A as A-1, A-2, etc. in section B as B-1, B-2, etc. **Please delete all yellow sections before submission.**

# Appointments, Reviews, and Recommendations

Please list documentation of all reviews, appointments, and reappointments in reverse chronological order starting with the current review. For each prior review, include, when appropriate, department, CAP, FRPC and board of trustees reappointment letters from prior reviews (for e.g., for C4 review, include prior letters from C2 and C1 reviews). Include initial appointment letter and, in the case of C4 review, D1 review or review for granting of job security for special instructors, include a copy of the CV submitted at the time of initial appointment (this is an FRPC requirement).

1. Review for Full Professor
2. C4 Review or review for granting of job security for special instructors
3. C2 Review
4. C1 Review
5. Initial Appointment Letter

# B. Review procedure and criteria

1. Letter Initiating the Review
2. SECS Criteria and Procedures for Employment, Reemployment, Tenure and Promotion

# C. ViTA

1. Candidate’s Curriculum Vita
2. Candidate’s Personal Statement

# D. Teaching Activity Review

1. Letter from the Teaching Review Committee
2. Online Evaluation Student Comments (this should be a cut and paste of student comments from online course evaluations for all courses, organized by course and semester; actual copies of course evaluations go with backup materials)
3. Sample Letter to Students
4. Letters from Students
5. Sample Course Evaluation Form

# E. Scholarly Activity Review

Note: Sections 2-5 are only for C2, C4, D1 and full professor reviews only; Special instructors do not include a scholarly activity review

1. Letter from the Scholarly Review Committee
2. List of External Reviewers and Relationship to Candidate
3. Sample of Letter Soliciting the External Evaluation
4. Letters from External Reviewers (Note: all letters received must be included)
5. CV’s of External Reviewers (Each CV should not exceed 2 pages)

# F. Service Activity Review

1. Letter from the Service Review Committee
2. List of Service Activity Evaluators
3. Sample of Letter Soliciting Service Evaluation (Internal)
4. Sample of Letter Soliciting Service Evaluation (External)
5. Letters from Internal Evaluators
6. Letters from External Evaluators

**G.** **FRPC CHECKLIST** (include for C4, D1, review for granting of job security for special instructors and full professor reviews; can be obtained from FRPC General Statement document)

**H.** **TABLE OF CONTENTS OF BACKUP MATERIALS**

**I.** **OTHER** (any additional material agreed upon by the review committee)

**BACKUP MATERIALS**

Faculty must prepare the following supporting materials in hard-copy for their teaching, scholarly and service activities. When possible, these should be placed in separate labeled binders to permit examination with relative ease by the Evaluation Committee, the CAP, and the FRPC. Binders should be labeled and numbered (e.g., Binder 1, Binder 2, …) and a master table of contents indicating what types of materials are in each binder should be included (e.g., Binder 1: copies of teaching evaluations; Binder 2: EGR 250 course materials, etc.).

**Teaching Activity:** The following materials are expected in support of teaching:

* List of all courses taught and class enrollments; copies of teaching evaluations from all courses taught (since promotion for candidates for full professor and since joining OU for all others)
* For each different course taught, prepare a binder that includes a representative course syllabus and samples of handouts and assignments. Include copies of any new labs or projects that were developed for the course and mentioned in the CV.
* Copies of undergraduate and graduate student projects listed in CV
* Copies ofM.S. Theses and Ph.D. Dissertations that the faculty member chaired or co-chaired.
* If appropriate, documentation of unpublished software developed and used in class instruction, including course numbers and semesters for which it has been used.
* Any other evidence that the candidate feels reflects on his/her teaching effectiveness. For example, teaching awards or unsolicited student letters or emails could be included here.

 **Scholarly Activity**: The following materials are expected in support of scholarly activity:

* Copies of all journal papers published in reverse chronological order.
* Copies of manuscripts that are in press, together with a copy of the letter of acceptance.
* Copies of journal papers in the process of revision, together with copies of the referee's letters of comments and editor's letter.
* Copies of manuscripts that have been submitted for review, together with copies of the letter of submission.
* Copies of all peer reviewed conference proceedings.
* Copies of published conference abstracts and reviews
* Copies of conference papers and abstracts under review.
* Copies of any other evidence of scholarly activity (book chapters, books, patents, software, reports, etc.)
* A citation search report.
* Copies of all grant proposals funded and letters from funding agencies regarding review and granting of funding requests.
* Copies of non-funded and pending grant proposal submissions.
* Copies of any other evidence of scholarly activity.

**Service Activity**: To support service contributions, letters and any other documentation of service activity should be included. For example, if the faculty co-chaired a conference session, a copy of the conference program or email/letter communication from the conference organizer could be included here. If the faculty member chaired a committee and prepared a report, a copy of the report could be included here. A list of papers reviewed could be included as well.

**Honors and Awards**: A separate binder with copies of any honors or awards may be included if appropriate.

**Sample Backup Materials Table of Contents**

Please note that the number of binders and binder titles will vary from candidate to candidate; Some binders can be consolidated; others can be added. **Please delete all yellow sections before submission.**

**Binder 1:** Teaching Evaluations

**Binder 2:** Course Materials – EGR XXX

**Binder 3:** Course Materials - ME XXX

**Binder 4:** Course Materials – ME XXX

**Binder 5:** Course Materials - ME 4XX/5XX

**Binder 6:** Student Projects

**Binder 7:** M.S. Theses, Ph.D. Dissertations (Note, if these are bound, place in a labeled box)

**Binder 8:** Publications I

* Journal Papers Published/Accepted
* Journal Papers under Review
* Citation Search report

**Binder 9:** Publications II

* Conference Proceedings
* Conference Papers and Abstracts under Review
* Published Abstracts

**Binder 10:** Publications III

* Book Chapters
* Reports
* Patents

**Binder 10:** Grant Proposals I

* Proposals Funded (with documentation showing funding)
* Proposals Currently Under Review

**Binder 11:** Grant Proposals II

* Proposals Not Funded

**Binder 12:** Service Documentation

**Binder 13:** Honors and Awards